**RISK ANALYSIS AND MANAGEMENT SYSTEM**

**ACTIVITY/SITUATION: Otorohanga Kiwiana Modules**

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| **Analysis** | **Description** | | | |
| **UNDESIRED EVENT(S)**  **Accident, injury, other forms of damage** | * Injury caused by falling on an uneven surface * Injury caused by vehicle hitting a student while crossing the road * Injury caused by a skateboarder or scooter hitting a student while walking on the footpath * Injury caused by students being hit by falling glass or debris during a fire or earthquake or construction * Emotional harm caused by a student becoming lost * Verbal or physical abuse from members of the public | | | |
|  | **People** | | **Environment** | |
| **CAUSAL**  **FACTORS** | * Poor adult supervision of students and their environment during the activity * Expectations of students and boundaries for the activity not clearly communicated before starting the activity. * Emergency procedures not clearly outlined before the activity. | | * Uneven surfaces * Drivers failing to stop at pedestrian crossings * Poor visibility for drivers at intersections and pedestrian crossings | |
|  | **Normal Operations** | | | |
| **RISK**  **MANAGEMENT STRATEGIES** | * Staff clearly outlines the expectations and boundaries for students before commencing the activity. * Students are organised into small groups prior to the activity with a supervising adult – 1:4 ratio with Y1-4 students, 1:7 ratio with Y5+ students * Parking of buses and cars is based in Wahanui Crescent opposite the Railway station to ensure students can exit vehicles safely. | | * Students use pedestrian crossings on Maniapoto St outside Paper Plus and The Otorohanga Fruit & Vege Shop * Students cross Tuhoro and Balance St away from the intersections with Maniapoto St to allow clear visibility of turning traffic. * Student groups are organised so they each start at one of the corners of the Kiwiana course to ensure displays aren’t crowded. | |
|  | **Emergency** | | | |
|  | * All students will assemble on the street outside the i-SITE Visitor Information Centre on the corner of Wahanui and Maniapoto Streets in the event of an emergency. * Staff members responsible will provide emergency first aid (school must carry a kit with them) and dial 111 to access emergency services or contact the Otorohanga Medical Centre on 07 8738399 for assistance. | | | |
| **SKILLS REQUIRED BY STAFF** | * Current First Aid Certificate * Registered Teacher | | | |
| **FINAL DECISION ON IMPLEMENTING ACTIVITY** | Accept |  | | Reject |